

11 JANUARY 2002



Command Policy

INSTALLATION EXERCISE PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes MAFBI 10-204, 4 August 1998

Pages: 7
Distribution: F

This instruction implements AFD 10-2, *Readiness*. It provides the basic structure, guidance, and policy for designing, planning, executing, and evaluating contingency exercises conducted by the 341st Space Wing Exercise Evaluation Team (EET). It applies to all personnel who design, plan, schedule, conduct, evaluate, monitor, or participate in 341 SW EET exercises. While contractor personnel are encouraged to participate to the greatest extent possible, it is understood that participation is governed by contract statement of work (SOW). See **Attachment 1** for a list of abbreviations and acronyms. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Vol. 4).

SUMMARY OF REVISIONS

This publication identifies responsibilities for coordinating and fulfilling support needs for 341 SW EET to align with AFI 10-204, Participation in the Military Exercise Program. Changes include replacing "Threat Condition (THREATCON)" with "Force Protection Condition (FPcon)" and "Threat Condition Alerting Message (TCAM)" with "Force Protection Condition Alerting Message (FPCAM)" and "Major Accident Response Exercises (MARE)" with "Emergency Response Exercise (ERE)." Incorporation of AFI 10-245/Anti-Terrorism Force Protection exercise requirements. A vertical bar (|) to the left of the paragraph identifies all changes.

1. Objective. The objective of this instruction is to establish the responsibilities and provide guidance for coordinating and fulfilling the support needs of the EET to manage contingency exercises generated or supported by the 341 SW, including:

- 1.1. Exercises involving units assigned to the 341 SW.
- 1.2. Exercises concurrent with HHQs (for example USAF, USSTRATCOM, AFSPC, 20 AF, etc.).

1.3. Tenant exercises, involving only tenant resources, will not be managed by the 341 SW EET. However, the team will support the tenants in any way possible, as requested.

1.4. Units may accomplish independent exercises to satisfy unit specific requirements. Such exercises, when involving multiple organizations (for example, Disaster Control Group exercises), will be coordinated with the Chief, EET prior to initiation. The EET may opt to incorporate those types of exercises concurrent with wing exercises to lessen the impact to base resources.

2. Execution. This instruction will be executed upon initial notification of an exercise generated by 341 SW or higher headquarters, or as directed by the Commander, 341st Space Wing.

2.1. The EET will be managed by a small primary duty staff and augmented with members from appropriate wing and tenant organizations. All team members will be available for team briefings before and after an exercise. Once an exercise begins, all team members will be under the control of the Chief, EET until released back to their respective duty section. Members of the EET from all participating units are responsible to their respective unit commander(s) to provide evaluation for the unit functional mission. Individual expertise applied to the EET at large will take secondary priority to functional exercise inputs for unit specific needs.

2.2. The EET will develop exercise scenarios based primarily on the program requirements outlined in paragraph 2.7. Participating organizations may also recommend exercising unit-specific requirements through their EET member or trusted agent. The EET member or trusted agent from the unit will coordinate and integrate inputs with the full EET and adapt information to the overall scenario. Coordination with affected organizations, to include tenant units, will be made when deemed necessary by the Chief, EET.

2.3. Prior to exercise initiation, the EET will ensure trained and qualified members are available for each area or item to be evaluated. EET members will be briefed on exercise objectives, scenario, expected activities, ground rules, simulations and known LIMFACS. Guidance as to debriefings, reports, badges, and uniform requirements will be provided during planning meetings. In addition, exercise objectives, ground rules, and approved simulations will be disseminated wing wide in advance of the initiation of the exercise.

2.4. EET members will monitor and evaluate assigned areas. They will position themselves to minimize interference with the activity being evaluated. Resolution of conflicts in the exercise scenario and additional exercise guidance will be provided by the EET when necessary.

2.5. The EET will conduct an oral debriefing and validation (hotwash) for all senior staff, evaluated personnel, and EET members as soon as possible following exercise termination.

2.6. EET members will submit write-ups to the Chief, EET within three duty days of exercise termination. The Chief, EET will consolidate the information and publish a formal written report, normally within 10 duty days of exercise termination. The report will be formatted according to the Evaluator Guide Book.

2.7. The following exercises will be managed and evaluated by the EET IAW AFI 32-4001, Chap 5, Disaster Preparedness Planning and Operations, 20 AFI 10-1, Short Sprint Exercise Program, AFI 90-201, Attachment 10, Inspector General Activities, and AFI 10-245, Anti-Terrorism Force Protection.

2.7.1. Emergency Response Exercise (ERE). A ERE will be conducted once per quarter. Scenarios will be created to exercise response to the following situations on an annual basis (as a minimum):

2.7.1.1. Conventional Weapons.

2.7.1.2. Chemical agents.

2.7.1.3. Hazardous Materials (HazMat).

2.7.1.4. Nuclear Weapons (Broken Arrow).

2.7.1.5. Radioactive Material. The exercise should include off-base and civilian agencies tasked in the emergency plan or base OPlan 32-1.

2.7.1.6. Mass casualties. This is defined as an incident or accident which results in ten or more casualties using the 40/20/20/20 planning module (40%-Immediate, 20%-Delayed, 20%-Minimal, and 20%-Expectant or Deceased)

2.7.2. EET may initiate exercises before or after normal duty hours IAW AFI 32-4001.

2.7.3. Natural Disaster Response Exercise, to evaluate the installation's ability to respond to the types of disasters likely to strike the geographic area.

2.7.4. Attack Response Exercise (ARE). An ARE is accomplished by exercising the capability of the 341 SW to survive and operate with units having a mobility tasking deployed. This process also exercises the 341 SW Ready program. The following situations could be exercised during the ARE while wing assets are deployed.

2.7.4.1. Terrorist-type activities (i.e., bomb threats, explosions, hostage situations, weapons of mass destruction, etc.).

2.7.4.2. Changes in force protection conditions (FPCons).

2.7.4.3. Base support/reception plan.

2.7.4.4. Other situations which could occur (for example, confrontation management or other civil disorders, anti-robbery, etc.).

2.7.5. Deployment. Deployment exercises will be conducted at least semiannually, IAW AFI 10-403, AFSPC Sup 1. One of the two exercises will be concurrent with an ARE. Every attempt should be made to physically deploy troops away from Malmstrom AFB in conjunction with the ARE; tasked personnel have deployed to the bivouac area on the back side of the base in the past.

2.7.6. Annual Vulnerability Assessment (VA) Force Protection Anti-Terrorism (VA-FPAT) exercises on a no notice basis IAW AFI 90-201, Attachment 10. This does not meet requirement for annual Anti-Terrorism exercise IAW 10-245, which will be conducted separate except for the year when conducted by higher headquarters.

3. EET Compositions:

3.1. The EET will be organized as follows:

3.1.1. Chief, EET. The Chief, EET will be appointed by position by the 341 SW Commander or Vice Commander and be assigned to the wing plans office (XP).

3.1.2. EET Staff. The EET staff assists the chief in conducting the EET administration, operations, training, and security guidance. Additional duties include Operational Plans Manager.

3.1.3. Members. Organizations will designate only highly qualified personnel to provide functional expertise to the EET and serve as evaluators during exercises. Primary consideration should be given to group quality assurance/evaluation personnel. For civilian employees, the EET assignment must be related to their current duties. Members must have expertise in their functional area and, if applicable, must hold at least a five skill level in their respective Air Force Specialty Code (AFSC). Units will assign at least one primary and one alternate member. Unit commanders and staff agency chiefs may assign more members as necessary according to unit size and mission.

3.2. All members of the EET will be assigned by their respective commanders or staff agency chief in writing to the Chief, EET office symbol 341 SW/XPI. Replacement personnel will be identified at least 30 days prior to the departure of current team members. Replacements will be briefed by the departing EET member and attend mandatory EET/DCG training, prior to conducting any evaluation without a certified EET member present.

4. Training Requirements:

4.1. The Chief, EET will attend the On-Scene Commander's Course as soon as possible following appointment.

4.1.1. Each EET member will receive Disaster Control Group (DCG) training from the Civil Engineer Readiness Flight and EET training from XPI prior to assuming duties as EET member. All training documentation will be maintained in the EET office. At the completion of the training the member will be issued an EET badge used to identify them during exercise evaluations.

5. Responsibilities:

5.1. In addition to the responsibilities outlined in AFI 32-4001, Attachment 5, the Chief, EET will:

5.1.1. Organize the Exercise Evaluation Team.

5.1.2. Maintain records of appointment and schedule training for EET members.

5.1.3. Coordinate with EET team members, trusted agents, and others as necessary in finalizing exercise objectives, areas for evaluation, and exercise scenario development.

5.1.4. Pre-brief EET members prior to each exercise on the objectives, guidelines, simulations, procedures, safety concerns, and areas for evaluation.

5.1.5. Ensure the EET complies with the risk management process as it applies to exercise evaluation.

5.1.6. Pre-brief the senior staff on exercise objective and areas of evaluation.

5.1.7. At the conclusion of the exercise, validate findings and conduct a debriefing with the EET and exercise participants as soon as possible following exercise termination.

5.1.8. Debrief the senior staff on major findings.

5.1.9. Prepare a written evaluation report. This report will be in sufficient detail to identify and report those problems that require command and staff corrective actions. An OPR will be assigned

for each discrepancy. This report will normally be published within ten work days following exercise termination.

5.1.10. Provide EET with identification badges, vest, or other aids deemed necessary to identify evaluators and non-participants.

5.1.11. Manage the procurement and employment of smoke grenades, and ground burst simulators. In addition, ensure there are adequate supplies to add fidelity to exercises (for example, mou-lage materials, flight suits, aircraft, etc.).

5.1.12. Coordinate exercise participation with tenant units, contractors, and the local community, as applicable.

5.1.13. Provide exercise inputs through the wing command post, communication center, and other specified organizations to initiate and control the exercise.

5.1.14. Receive, evaluate, and respond to simulation requests.

5.1.15. Provide exercise guidance as required to control the exercise and ensure exercise objectives are met.

5.1.16. Provide a simulation cell (Sim Switch) to act as agencies outside the wing (for example, HQ AFSPC, the Governor of Montana, civil authorities, etc.).

5.2. EET Members will:

5.2.1. Keep close-hold information in strict confidence and divulge only that which is approved by the Chief, EET. (Trusted Agents)

5.2.2. Receive required training as scheduled by the Chief, EET.

5.2.3. Conduct evaluations according to scenario guidelines and evaluation checklists.

5.2.4. Be available throughout the exercise and critique period, not only to evaluate, but to answer questions, provide additional information and to validate findings. EET members will be released to their work centers by the Chief, EET as soon as possible following exercise termination (ENDEX).

5.2.5. Coordinate and integrate inputs with the full EET and adapt information to overall scenario.

5.2.6. Maintain EET inspection books and identification badges.

5.2.7. Create and maintain inspection checklists for the various exercise situations in their respective area of responsibility.

5.2.8. Attend exercise planning meetings and other events as scheduled by the Chief, EET. Accomplish pre-exercise coordination with appropriate agencies prior to initiation of the exercise. (i.e. PA EET member accomplish public notifications and advance news releases, if deemed necessary).

5.2.9. Provide exercise objectives, scenario inputs and other inputs as directed by the Chief, EET, using 341 SW/XPI Form 28, Exercise Event Page.

5.3. Commanders and staff agency chiefs of all organizations assigned to the 341 SW, including tenant organizations, will support all exercises to the maximum extent possible. Commanders and staff agency chiefs will also:

5.3.1. Ensure highly qualified and knowledgeable personnel are identified to fill positions as EET members. These personnel will have maximum retainability and replacements will be identified at least 30 days prior to the departure of the current team members. Identified personnel will be scheduled for, and must attend, the required training as scheduled by the Chief, EET.

5.3.2. For organizations without an EET member, appoint a trusted agent in writing to the Chief, EET upon request.

5.3.3. Recommend unit specific requirements for incorporation into exercise scenarios through their EET member or trusted agents.

5.3.4. Reply to discrepancies documented in the exercise evaluation report as outlined in the reports.

6. Grading Criteria: Exercises conducted by the 341 SW EET will be graded, following the grading criteria and guidelines outlined in AFI 90-201, Inspector General-The Inspection System, for ERE exercises and VA-FPAT events, and 20 AFI 10-1, Short Sprint Exercises, for area evaluated.

7. Report Definitions: The following definitions apply to findings used in exercise reports:

7.1. Commendable: This is a noteworthy finding each unit in the command or wing should consider implementing to improve it's operations. A commendable noted at one unit may not be universally applied to all units, but all command or wing units should consider a modified application of the idea.

7.2. Observation: Comment on how people fulfill the primary objectives. Additionally, comment on how personnel perform other aspects of their jobs relative to the scenario. Conditions, which are major discrepancies and indicate non-compliance with technical orders, instructions, higher headquarters/ local directives, or checklist, should be addressed. List the references used by title, paragraph, annex, or checklist number.

7.3. Impact: Address the impact of the condition against the expected outcome, be it good or bad.

7.4. Recommendation: "Recommendations" are based upon written procedures and sound professional judgment.

THOMAS F. DEPPE, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms***

AFB—Air Force Base

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFSC—Air Force Specialty

AFSPC—Air Force Space Command

ARE—Attack Response Exercise

DCG—Disaster Control Group

EET—Exercise Evaluation Team

ENDEX—Exercise Termination

ERE—Emergency Response Exercise

FPCon—Force Protection Condition

LIMFACS—Limiting Factors

OPLAN—Operations Plan

OPR—Office of Primary Responsibility

SW—Space Wing

TA—Trusted Agent

XPI—Plans, Programs, and Inspections